

CAREER OPPORTUNITY BULLETIN



Date: September 19, 2006

Bulletin # 635

This Career Opportunity Bulletin may also be viewed on our website at
www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: September 29, 2006

California Relay Service

TDD 1-800-735-2929

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

The following is a correction to Career Opportunity Bulletin #634. The final filing date remains the same.

STAFF SERVICES ANALYST (\$2632 - \$4155) – PARK OPERATIONS/ADMINISTRATIVE SERVICES/HEADQUARTERS/SACRAMENTO

The reporting location for this position is Headquarters, located in Sacramento. This position will work under the direction of the Administrative Chief of Park Operations. The incumbent will be responsible for the statewide housing program, specifically dealing with Residence Category Justification (DPR 915B), housing plans, data collection and analyzes. The incumbent will also be responsible for Departmental Notices and DOM chapter revisions. The incumbent will be the Training Coordinator for the divisions under Park Operations. This position will work closely with all Districts and Division Chiefs in assuring rents, lease agreements, and taxation are accurate for all state housing units. **State housing is not available.** For further information regarding this position, please contact Giz Bueno at (916) 651-7858.

The following is a correction to Career Opportunity Bulletin #633. The final filing date remains the same.

PARK MAINTENANCE WORKER I (\$2737 - \$3268) – GOLD FIELDS DISTRICT/MARSHALL GOLD SECTOR/MARSHALL GOLD DISCOVERY STATE HISTORIC PARK

The reporting location for this position is the Maintenance Shop at the Marshall Gold Sector, located in Coloma. The incumbent will perform a wide variety of skilled tasks in the maintenance and repair of park facilities and historical structures. Duties also include maintenance of grounds and trails, vehicles, and equipment. The incumbent may assist with initial set up and service of special events, as well as work closely with park volunteers. Extensive experience in facility and systems maintenance along with working knowledge of the C.A.M.P. database are desirable. The incumbent's work schedule will be Monday through Friday from 7:00 a.m. to 3:30 p.m. **State housing may be available.** For further information regarding this position, please contact Matt Farris at (530) 295-2175.

Career Opportunity Bulletin #635

- **ACCOUNTANT I (SPECIALIST) – BUSINESS AND FISCAL SERVICES/ HEADQUARTERS/SACRAMENTO**
- **ACCOUNTING TECHNICIAN – BUSINESS AND FISCAL SERVICES/ HEADQUARTERS/SACRAMENTO**
- **ENVIRONMENTAL SCIENTIST (PERMANENT INTERMITTENT) – MONTEREY DISTRICT/MONTEREY SECTOR**
- **MAINTENANCE MECHANIC – MONTEREY DISTRICT/BIG SUR SECTOR**
- **MAINTENANCE MECHANIC – SANTA CRUZ DISTRICT/PAJARO COAST SECTOR**
- **OFFICE TECHNICIAN (TYPING) – OCEANO DUNES DISTRICT**
- **PARK MAINTENANCE ASSISTANT (PERMANENT INTERMITTENT) – TWIN CITIES DISTRICT/PRAIRIE CITY STATE VEHICULAR RECREATION AREA**
- **PARK MAINTENANCE WORKER I – SANTA CRUZ DISTRICT/PAJARO COAST SECTOR**
- **PARK MAINTENANCE WORKER II – ANGELES DISTRICT/MALIBU SECTOR/LEO CARILLO STATE PARK**
- **PARK MAINTENANCE WORKER II – ANGELES DISTRICT/MALIBU SECTOR/POINT MUGU STATE PARK**
- **PARK MAINTENANCE WORKER II – SANTA CRUZ DISTRICT/SANTA CRUZ MOUNTAINS SECTOR**
- **PERSONNEL SPECIALIST (2 POSITIONS) – PERSONNEL SERVICES DIVISION/ TRANSACTIONS UNIT/HEADQUARTERS/SACRAMENTO**
- **SENIOR ENGINEERING GEOLOGIST – PARK OPERATIONS/TECHNICAL SERVICES DIVISION**
- **SENIOR WATER RESOURCE CONTROL ENGINEER – PARK OPERATIONS/ TECHNICAL SERVICES DIVISION**
- **STAFF SERVICES ANALYST – ACQUISITION AND DEVELOPMENT DIVISION/ NORTHERN SERVICE CENTER/SACRAMENTO**

(Continued on next page)

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

- **LIFEGUARD SUPERVISOR I – MONTEREY DISTRICT/MONTEREY SECTOR**
- **SUPERVISING STATE PARK RANGER – CHANNEL COAST DISTRICT/
CARPINTERIA STATE BEACH**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview
And all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 Of the unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ACCOUNTANT I (SPECIALIST) (\$2776 - \$3373) – BUSINESS AND FISCAL SERVICES/ HEADQUARTERS/SACRAMENTO

The reporting location for this position is at Headquarters in Sacramento. We are located close to the State Capitol, Downtown, and Light Rail. This position will work under the direction of the Accounting Administrator I (Supervisor). This position will be responsible for performing the following duties in the Travel/Encumbrance Unit: verify and analyze encumbrance documents for accurate funding information and post encumbrance coding in CALSTARS; assist in the annual Uniform Replacement Allowance for the Department's full-time employees; audit Travel Expense Claims, Relocation Claims, and Out-of-State Travel Claims, and assemble Travel Expense Claims and other Office Revolving Fund (ORF) Source documents into Claim Schedules to reimburse the Department's Revolving Fund. **State housing is not available.** For further information regarding this position, please contact Kathryn Carranza at (916) 653-4543.

ACCOUNTING TECHNICIAN (\$2551 - \$3103) – BUSINESS AND FISCAL SERVICES/ HEADQUARTERS/SACRAMENTO

The reporting location for this position is at Headquarters, in Sacramento. We are located close to the State Capitol, Downtown, and Light Rail. This position will work under the direction of the Accounting Administrator I (Supervisor). This position will offer the opportunity to interact with the administrative and field staff. Duties include reviewing and auditing Contract and Interagency Agreements, processing requests for payment to the State Controller's Office, reconciling outstanding balances in CALSTARS against the Department's encumbrance reports, and printing the Claim Schedule Face Sheets and Remittance Advices for the submission of Claim Schedules to the State Controller's Office. **State housing is not available.** For further information regarding this position, please contact Kathryn Carranza at (916) 653-4543.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ENVIRONMENTAL SCIENTIST (PERMANENT INTERMITTENT) (\$16.59 - \$30.79/HOUR) – MONTEREY DISTRICT/MONTEREY SECTOR

The reporting location for this position is the Resources Office in Monterey Sector located at Marina State Beach. This position will work under the direction of Monterey Sector Superintendent and also work closely with the District Senior Environmental Scientist. The incumbent will act as the lead for the resource program for the Monterey Sector and direct a team of seasonal employees in daily resource projects. The incumbent will manage a variety of resource projects in the Monterey Sector including invasive species management, prescribed fire, vegetation management, threatened and endangered species management, and watershed management. Project management and leadership skills are desirable for this position. Familiarity with the California Environmental Quality Act (CEQA) and environmental regulations and permitting are desirable as well. This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Pam Armas at (831) 649-7172.

MAINTENANCE MECHANIC (\$3709 - \$4069) – MONTEREY DISTRICT/BIG SUR SECTOR

The reporting location for this position is at Pfeiffer Big Sur State Park located in the Big Sur Sector. The incumbent will be responsible for facility and equipment repair. The incumbent will lead and direct outside agencies, volunteers, inmates and other permanent and seasonal staff in the repair and maintenance of park facilities. Leadership and organizational skills, as well as developed skills in carpentry, plumbing and electrical, skills relating to purchasing practices, and project planning are highly desirable. Knowledge and ability to work with CAMP is desirable. The ability to work in a team environment is essential for success in this position. The incumbent's work schedule will be Monday through Friday from 7:00 a.m. to 3:30 p.m. **State housing or trailer pad may be available.** For further information regarding this position, please contact Rain Greenslate at (831) 667-2179 or rgreenslate@parks.ca.gov.

MAINTENANCE MECHANIC (\$3709 - \$4069) – SANTA CRUZ DISTRICT/PAJARO COAST SECTOR

The reporting location for this position is the Sunset State Beach Maintenance Shop. This position will be responsible for the operation, maintenance, and repair for all systems in the Pajaro Coast Sector and may have projects assigned District-wide as required. The incumbent will be responsible for maintaining water, sewer, electrical, fuel, lighting, and solar systems, along with other systematic duties. The incumbent will also be the lead operator at the Sunset State Beach water plant, responsible for daily operation and treatment. We are seeking a highly motivated, highly skilled, self starter who believes in preventative maintenance, yet can quickly troubleshoot problems to make proper repairs. **A Grade 2 Water Treatment License is required. Please provide proof of eligibility with the application.** The incumbent's work schedule will be Monday through Friday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Barbi Barry at (831) 763-7125 or bbarry@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

OFFICE TECHNICIAN (TYPING) (\$2598 - \$3157) – OCEANO DUNES DISTRICT

The reporting location for this position is the Oceano Dunes State Vehicular Recreation Area District Office. This position will work under the direction of the District Administrative Officer. The Oceano Dunes District is looking for a hard working, team-oriented person, with logical thinking processes and the ability to multi-task. The successful candidate will work independently processing and authorizing accounting documents for payment, maintaining an accurate record of all district expenditures, tracking and reviewing CID, preparing and tracking District contracts, handling vendor's inquiries and overseeing inventory of office supply needs. **State housing is not available.** For further information regarding this position, please contact Marilyn Knollenberg at (805) 473-7232 ext. 14.

PARK MAINTENANCE ASSISTANT (PERMANENT INTERMITTENT) (\$14.99 - \$16.34) – TWIN CITIES DISTRICT/PRAIRIE CITY STATE VEHICULAR RECREATION AREA

The reporting location for this position is the Prairie City State Vehicular Recreation Area (SVRA). This position will work under the direction of the Park Maintenance Worker I. The incumbent will perform housekeeping and assist as lead person for seasonals and other temporary help. Additional duties will include: assist in facility maintenance projects, perform unskilled maintenance as required, operate and perform minor maintenance on light vehicles, water trucks, small tractors and mowers. This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Randy Caldera at (916) 985-8521 ext. 26.

PARK MAINTENANCE WORKER I (\$2833 - \$3382) – SANTA CRUZ DISTRICT/PAJARO COAST SECTOR

The reporting location for this position is the Natural Bridges Visitor Center, but may be assigned tasks in units of the sector as needed. This position will be responsible for the maintenance of facilities within the North Area of the Pajaro Coast Sector, which includes Wilder Ranch State Park (including Wilder Beach Natural Preserve and Wilder Dairy Natural Preserve), Natural Bridges State Beach (including Monarch Butterfly Natural Preserve), and Santa Cruz Mission State Historic Park. Duties will include the work required in the maintenance, repair, and construction of a wide variety of park structures, utility systems, and roads and trails. The incumbent's work schedule will be Tuesday through Saturday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Jim Pfluger at (831) 423-0532 or jpfluger@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

**PARK MAINTENANCE WORKER II (\$3081 - \$3702) – ANGELES DISTRICT/MALIBU
SECTOR/LEO CARILLO STATE PARK**

The reporting location for this position is Leo Carillo State Park, but may be required to work at Point Mugu State Park as per operational need. The incumbent will be responsible for ensuring that the maintenance and housekeeping functions operate effectively and efficiently. This position will also lead three permanent employees, 4 – 5 seasonal employees, and California Department of Forestry and court referral crews. The incumbent will be responsible for purchasing materials and paying for services rendered; assisting with the preparation of the budget; ensuring completion of spreadsheet projects, and the Computerized Asset Management Program (CAMP). Desirable qualities include being able to lead by example, possession of a positive attitude, and the ability to foster a team environment. This position will work closely with the Park Maintenance Chief I in preparing and administering contracts. The incumbent's work schedule will be Monday through Friday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Oscar Rodriguez at (310) 457-3932 or (310) 699-1719.

**PARK MAINTENANCE WORKER II (\$3081 - \$3702) – ANGELES DISTRICT/MALIBU
SECTOR/POINT MUGU STATE PARK**

The reporting location for this position is Point Mugu State Park, but may be required to work at Leo Carrillo State Park as per operational need. The incumbent will be responsible for ensuring that the maintenance housekeeping functions operate effectively and efficiently. This position will also lead three permanent employees, 4 – 5 seasonal employees, and California Department of Forestry and court referral crews. The incumbent will be responsible for purchasing materials and paying for services rendered; assisting with the preparation of the budget; ensuring completion of spreadsheet projects, and the Computerized Asset Management Program (CAMP). Desirable qualities include being able to lead by example, possession of a positive attitude, and the ability to foster a team environment. This position will work closely with the Park Maintenance Chief I in preparing and administering contracts. The incumbent's work schedule will be Monday through Friday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Oscar Rodriguez at (310) 457-3932 or (310) 699-1719.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

PARK MAINTENANCE WORKER II (\$3081 - \$3702) – SANTA CRUZ DISTRICT/SANTA CRUZ MOUNTAINS SECTOR

The reporting location for this position is Butano Redwoods State Park, but work requires frequent travel to Año Nuevo State Reserve, Rancho Del Oso State Park and Henry Cowell Redwoods State Park. The incumbent will be responsible to lead the maintenance crews in successfully accomplishing the maintenance workload at Butano Redwoods State Park, Año Nuevo State Reserve and Rancho Del Oso State Park. Leadership and organizational skills, technical/skilled in carpentry, electrical, plumbing, painting, welding, and water systems, estimates, ordering and purchasing of supplies, obtaining bids and completing purchase documents accurately, and the ability to work with the CAMP program are the primary duties. The incumbent's work schedule will be Monday through Friday from 7:00 a.m. to 3:30 p.m. **State housing may be available.** For further information regarding this position, please contact Felipe Jauregui at (831) 335-6311 or fjauregui@parks.ca.gov.

PERSONNEL SPECIALIST (2 POSITIONS) (\$2516 - \$3933) – PERSONNEL SERVICES DIVISION/TRANSACTIONS UNIT/HEADQUARTERS/SACRAMENTO

The reporting location for these positions is at Headquarters in Sacramento. These positions will work under the direction of the Personnel Transactions Manager. The incumbents will have full responsibility for processing various personnel transactions into PIMS (Personnel Information Management System) and HRIS (Human Resources Information System); entering corrections to leave balances on HRIS; requesting various pay utilizing PIP (Payroll Input Program); preparing various payroll documents for submission to the State Controller's Office; and interaction with numerous departmental employees and control agencies. Desirable qualifications include excellent organizational skills, ability to handle sensitive situations with confidentiality, and proficiency in writing letters and memos. **State housing is not available.** For further information regarding this position, please contact Trayce Gilkey at (916) 653-6398.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

SENIOR ENGINEERING GEOLOGIST (\$6465 - \$7857) – PARK OPERATIONS/TECHNICAL SERVICES DIVISION

The reporting location for this position is at Headquarters, in Sacramento, but will work predominantly at Empire Mine State Historic Park (SHP) initially. This position will work under the direction of the Chief, Technical Services Division, for Park Operations. The Senior Engineering Geologist will serve as the Department's lead for water quality issues within the State Park System. Initially the position will be lead person for the Toxic Assessment and Mitigation Project at Empire Mine SHP. In this capacity the position will be responsible for data collection and work plan development related to the remediation of toxic soils and mine drainage water that remains from past mining activity at this site. The position will be responsible for developing and implementing BMP's for the containment and remediation of toxic soils and drain water. This position will evaluate work plans and recommendations from consultants to determine feasibility and effectiveness. The position will also ensure compliance with all permits, orders and enforcement actions related to water quality at Empire Mine SHP. This position requires the possession of a valid certificate of registration as a civil or professional engineer issued by the California State Board of Registration for Professional Engineers. **State housing may be available** while the position is assigned to Empire Mine SHP. For further information regarding this position, please contact Ron Munson at (530) 273-3884 or Hayden Sohm at (530) 525-9523.

SENIOR WATER RESOURCE CONTROL ENGINEER (\$6465 - \$7857) – PARK OPERATIONS/TECHNICAL SERVICES DIVISION

The reporting location for this position is at Headquarters, in Sacramento, but will work predominantly at Empire Mine State Historic Park (SHP) initially. This position will work under the direction of the Chief, Technical Services Division, for Park Operations. The Senior Water Resource Control Engineer will serve as the Department's lead for water quality issues within the State Park System. Initially the position will be lead person for the Toxic Assessment and Mitigation Project at Empire Mine SHP. In this capacity the position will be responsible for data collection and work plan development related to the remediation of toxic soils and mine drainage water that remains from past mining activity at this site. The position will be responsible for developing and implementing BMP's for the containment and remediation of toxic soils and drain water. This position will evaluate work plans and recommendations from consultants to determine feasibility and effectiveness. The position will also ensure compliance with all permits, orders and enforcement actions related to water quality at Empire Mine SHP. This position requires the possession of a valid certificate of registration as a civil or professional engineer issued by the California State Board of Registration for Professional Engineers. **State housing may be available** while the position is assigned to Empire Mine SHP. For further information regarding this position, please contact Ron Munson at (530) 273-3884 or Hayden Sohm at (530) 525-9523.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

**STAFF SERVICES ANALYST (\$2724 - \$4300) – ACQUISITION AND DEVELOPMENT
DIVISION/NORTHERN SERVICE CENTER/SACRAMENTO**

The reporting location for this position is the Northern Service Center, located in Old Sacramento. This position will work under the direction of the Staff Services Manager I. The incumbent will have a variety of responsibilities associated with the contract administration process. The incumbent will be responsible for processing the Division's contracts, which includes preparing solicitation packages, conducting bid openings, evaluating bid documents, preparing contract documents for successful bidder, and processing contract documents necessary for approval. The incumbent must have strong attention to detail and organizational skills, be able to work under short deadlines, and also should be proficient with Microsoft Word and Excel programs. **State housing is not available.** For further information regarding this position, please contact Darlene Atkinson at (916) 445-8881.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

LIFEGUARD SUPERVISOR I (\$4104 - \$4941) – MONTEREY DISTRICT/MONTEREY SECTOR

The reporting location for this position is Monterey Sector. This position will work under the direction of the Sector Superintendent for Monterey Sector. Monterey Sector is comprised of Garrapata State Park, Point Lobos State Reserve, Point Lobos Ranch, Carmel River State Beach, Monterey State Historic Park, Monterey State Beach, Marina State Beach, Salinas River State Beach, Moss Landing State Beach, Zmudowski State Beach, and soon to be acquired Fort Ord Dunes State Park. This position directly supervises the Aquatics Program staff and functions within Monterey Sector. **State housing may be available.** For further information regarding this position, please contact Pam Armas at (831) 649-7172 or parma@parks.ca.gov.

SUPERVISING STATE PARK RANGER (\$4104 - \$4941) – CHANNEL COAST DISTRICT/ CARPINTERIA STATE BEACH

The reporting location for this position is the Sector Office at Carpinteria State Beach, which includes Rincon Point Coastal Access. This position will work under the direction of the Sector Superintendent. This position is expected to actively supervise and participate in the full range of Visitor Services activities including public safety, resource protection, interpretation, and community involvement programs. **State housing is not available.** For further information regarding this position, please contact Rich Rojas at (805) 585-1847.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

| <u>CLASS</u> | <u>FINAL FILING DATE</u> | <u>EXAM BASE</u> |
|--------------------------------------|--------------------------|--------------------------------|
| Accounting Technician | Continuous Filing | Promotional/Spot Sacramento |
| Communications Operator | Continuous Filing | Open |
| State Park Cadet (Lifeguard) | Continuous Filing | Open |
| State Park Ranger Cadet | Continuous Filing | Open |
| Water and Sewage Plant Supervisor | Continuous Filing | Open |